

City of Chattanooga, TN
Personnel Class Specification

Class code 0053

FLSA: Exempt

**CLASSIFICATION TITLE: ASSISTANT ADMINISTRATOR,
NEIGHBORHOOD SERVICES**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide managerial, administrative, and operational support to the department by developing and implementing plans, programs, and budgets.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Consults with administrator and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Assists in managing operations and activities of the department.

Develops and implements annual budget reports; monitors department expenditures; reviews spending patterns and compares past spending trends; makes budget forecasts and recommendations for future spending.

Develops long-range and short-term plans, goals, and objectives for staff and the department; conducts training sessions and workshops to facilitate department goals.

Conducts research and collects data for preparation of various reports; analyzes information to make informed decisions; makes recommendations to administrator regarding information collected and reviewed.

Directs/supervises departmental public relations; supervises production of

information brochures, pamphlets, and departmental magazine.

Represents the administrator at meetings and events.

Composes correspondence for signature by administrator.

Supervises special projects among divisions within the department; coordinates activities with those of other division, departments, or others as needed.

Facilitates preparation and update of departmental web page.

Authorizes purchasing documents; approves, disapproves, and/or modifies requests for supplies and equipment.

Prepares or completes various forms, reports, correspondence, budget reports, space allocation reports, parking reports, newsletters, news articles, magazines, or other documents.

Receives various forms, reports, correspondence, budget reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publisher, or other software programs.

Communicates with supervisor, employees, other departments, boards, commissioners, task forces, advisory groups, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends seminars, workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general clerical tasks, which may include copying documentation, answering telephone calls, and recording messages.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Management, or closely related field;; supplemented by three (3) years previous experience and/or training that includes accounting, management, or public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.